

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF COOPERATION
(COOPERATION-2 BRANCH)

NOTIFICATION

The 3rd June, 2025

No. G.S.R. 40/Const./Art.309/Amd.(2)/2025.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Cooperative (Group-B) Service Rules, 2016, namely:-

RULES

1. (1) These rules may be called the Punjab Cooperative (Group-B) Service (First Amendment) Rules, 2025.

(2) They shall be deemed to have come into force on the 17th day of July, 2020.
2. In the Punjab Cooperative (Group-B) Service Rules, 2016, for Appendix 'A', the following Appendix shall be substituted, namely:-

“Appendix 'A'
(See rules 1(3), 3 and 8)

Serial number	Designation of the post	Number of posts	Pay level/ scale for the members of Service recruited in Government Service prior to 17.07.2020 (in rupees)	Pay level/ scale for the members of Service recruited in Government Service on or after 17.07.2020 (in rupees)
1	2	3	4	5
1.	Assistant Registrar	83	Level 13 (46000-146500)	Level 6 (35400-112400)
2.	Superintendent Grade-II	65	Level 12 (43000-136000)	-
3.	Personal Assistant	1	Level 12 (43000-136000)	

PUNJAB GOVT. GAZ.(EXTRA), JUNE 6, 2025
(JYST 16, 1947 SAKA)

440

4.	Senior Assistant	167	Level 11 (38500-122700)	Level-6 (35400-112400)
5.	Senior Scale Stenographer	8	Level 11 (38500-122700)	Level-6 (35400-112400)
6.	Inspector Cooperative Societies	835	Level 10 (38100-120400)	Level-6 (35400-112400)

Note.- The Pay level/scale on the pattern of the 7th Central Pay Commission shall be applicable to the member of the Service recruited on or after 17.07.2020. Further, such member shall be entitled only for pay level/scale on the pattern of the 7th Central Pay Commission at the time of promotion also. Pay level/scale of 6th Punjab Pay Commission shall not be applicable to such member at the time of promotion.”

ALOK SHEKHAR,
Additional Chief Secretary to Government of Punjab,
Department of Cooperation.

PART-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF COOPERATION
(COOPERATION-2 BRANCH)
NOTIFICATION

The 3rd June, 2025

No. G.S.R. 41/Const./Art.309/Amd.(1)/2025.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Co-operative Department Service (Ministerial) (State Service, Class III) Rules, 1966, namely:-

RULES

1. (1) These rules may be called the Punjab Co-operative Department Service (Ministerial) (State Service, Class III) (First Amendment) Rules, 2025.
- (2) They shall be deemed to have come into force on the 17th day of July, 2020.
2. In the Punjab Cooperative Department Service (Ministerial) (State Service, Class III) Rules, 1966, for Appendix 'A', the following Appendix shall be substituted, namely:-

“Appendix 'A'

(See rules 3, 4 and 13)

Serial number	Designation of the post	Number of posts	Pay level/ scale for the members of Service recruited in Government Service prior to 17.07.2020 (in rupees)	Pay level/ scale for the members of Service recruited in Government Service on or after 17.07.2020 (in rupees)
1	2	3	4	5
1.	Junior Scale Stenographer	9	Level 7 (28900-91600)	Level 5 (29200-92300)

(JYST 16, 1947 SAKA)

2.	Clerk	380	Level 3 (20200-64000)	Level 2 (19900- 63200)
3.	Steno typist	20	Level 5 (21300-67800)	Level 3 (21700- 69100)
4.	Driver	34	Level 5 (21300-67800)	Level 3 (21700- 69100)
5.	Restorer	1	Level 3 (20200-64000)	Level 2 (19900- 63200)

Note.- The Pay level/scale on the pattern of the 7th Central Pay Commission shall be applicable to the member of the Service recruited on or after 17.07.2020. Further, such member shall be entitled only for pay level/scale on the pattern of the 7th Central Pay Commission at the time of promotion also. Pay level/scale of 6th Punjab Pay Commission shall not be applicable to such member at the time of promotion.”

ALOK SHEKHAR,

Additional Chief Secretary to Government of Punjab,
Department of Cooperation.

PART-III
GOVERNMENT OF PUNJAB

DEPARTMENT OF HOME AFFAIRS
(HOME-3 BRANCH)

NOTIFICATION

The 5th June, 2025

No. G.S.R42/Const./Art.309/2025.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following Rules regulating the conditions of service of the members of 207 Specially Promoted Cadre Service, namely:-

RULES

1. Short title, commencement and application- (1) These rules may be called the 207 Specially Promoted Cadre Service Rules, 2025.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions- (1) In these rules, unless the context otherwise requires:-

(a) "Appendix" means an Appendix appended to these rules;

(b) "Cadre" means the 207 Specially Promoted Cadre, which is a diminishing Cadre, created vide Government of Punjab, Department of Home Affairs and Justice (Home-1 Branch) memo No. 1/40/2011-2H1/1990, dated 18.05.2011, as a personal measure for the sportspersons employees working in the Department of Punjab Police who came in the reversion zone due to the judgment dated 21.04.1998 passed by the Hon'ble High Court of Punjab and

Haryana in CWP No. 13788 of 1997 titled as Swaran Singh Vs State of Punjab and others;

(c) "Government" means the Government of the State of Punjab in the Department of Home Affairs and Justice;

(d) "Promotion" means the mode of appointment from a lower to a higher rank in the hierarchy of the Cadre as per provisions of these rules; and

(e) "Service" means the 207 Specially Promoted Cadre Service.

(2) The words and expressions used in these rules, but not defined, shall have the respective meaning as assigned to these words and expressions in the Punjab Police Act, 2007 and the Punjab Police Rules, 1934, as amended from time to time.

3. **Number and character of posts** - The Service shall comprise of the posts specified in Appendix 'A'.

4. **Appointing authority** - Appointment to the Service shall be made by the authority specified in Appendix 'C'.

5. **Pay of members of the Service** - The members of the Service shall be entitled to such scales of pay, as may be authorized by the Government of Punjab, Department of Finance, from time to time. The scales of pay at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. **Promotions** - (1) A member of the Service shall be entitled to consideration for promotion in the manner as specified in Appendix 'B'.

(2) The promotion of an officer to a higher post shall be dependent upon;-

(a) the vacancy in the higher post; and

(b) the promotion of an official junior to him in the District Cadre or PPS Cadre as on the date of the memo No. 1/40/2011-2H1/1990, dated 18.05.2011, meaning thereby as and when an official junior to the official working in regular cadre shall be promoted, the official working in the 207 Specially Promoted Cadre shall be eligible to get promoted on a similar post.

Note: Memo No. 1/40/2011-2H1/1990, dated 18.05.2011 had created a separate Dying Cadre of 207 officials in order to protect the out-of-turn promotions granted to them. It may be noted that vide the judgement dated 21.04.1998 of the Hon'ble Punjab and Haryana High Court in CWP No. 13788 of 1997 titled as Swaran Singh Vs State of Punjab and others, the out of turn promotions granted to these 207 officials had been held to be invalid. Thus, the present rules cannot create any provision whatsoever that again allows these officials to overtake the officials junior to them in the District Cadre as on the date of memo No. 1/40/2011-2H1/1990, dated 18.05.2011 without violating the judgement dated 21.04.1998 of the Hon'ble Punjab and Haryana High Court.

(3) Promotion in the Service shall be made on the basis of seniority-cum-merit but no person shall have any right to claim promotion on the basis of seniority alone.

(4) A Departmental Promotional Committee shall be constituted as per the guidelines issued by the Department of Personnel to examine cases for promotion as per the conditions specified for such promotions.

7. **General conditions of service** - (1) These rules have been made as a one time measure only for the 207 Specially Promoted Cadre.

(2) If any vacancy arises in a post at the lowest existing hierarchy in the 207 Specially Promoted Cadre, as a result of promotion or retirement or

dismissal or removal from such a post, then such a vacant post shall automatically stand abolished.

8. **Discipline, punishment and appeal** - (1) For the officials of the rank of Head Constable till Inspector, the matter of discipline, punishment and appeal shall be dealt with according to the provisions of the Punjab Police Rules, 1934 as amended from time to time.

(2) For the officers of the rank of Deputy Superintendent of Police and above, the matter of discipline, punishment and appeal shall be dealt with according to the provisions of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(3) The authority empowered to impose penalties and the appellate authority in respect of the member of Service shall be as per Appendix 'C'.

9. **Seniority of the members of the Service** -The members of the Service shall be entitled to claim benefit of seniority within their own cadre.

10. **Application of the Punjab Police Rules, 1934** - In respect of the matters, which are not specifically provided in these rules, the members of the Service of the rank of Head Constable till Inspector shall be governed by the Punjab Police Rules, 1934, as amended from time to time.

11. **Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994** – (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service of the rank of Deputy Superintendent of Police and above shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force are contained in Appendix "D".

12. **Power to relax** - Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

13. **Repeal**- These rules shall be deemed to have been repealed as and when all the officers or officials working in the 207 Specially Promoted Cadre shall be retired or dismissed or removed.

14. **Interpretation** - If any question arises as to the interpretation of these rules, the Government shall decide the same.

APPENDIX-‘A’

(See rules 1(3), 3 and 5)

Serial No.	Designation of the post	Number of posts	Scale of pay as per 7 th Central Pay Commission and as per 6 th Punjab Pay Commission (in rupees)	Scale of pay for the member of the Service recruited on or after 17.07.2020 (in rupees)
1.	Additional Director General of Police	01	182200-224100	182200 (15)
2.	Inspector General of Police	01	144200-218200	144200 (14)
3.	Deputy Inspector General of Police	02	131100-216600	131100 (13-A)
4.	Assistant Inspector General of Police	03	67700-208700	67700 (11)
5.	Superintendent of Police	11	56100-177500	56100 (18) As per Notification issued by Home Deptt. Punjab vide their No. 14/91/2000-1H3/3139 dated 26.12.2006, it is placement in the rank of SP from the rank of DSP with Special Allowance of Rs. 200/-only.
6.	Deputy Superintendent of Police	57	56100-177500	56100 (18)
7.	Inspector	62	38500-122700	38500 (11)
8.	Sub Inspector	18	38100-120400	38100 (10)
9.	Assistant Sub Inspector	18	29700-94100	29700 (8)

APPENDIX – ‘B’

(See rule 6)

Serial No	Designation of the post	Eligibly and experience
1.	Additional Director General of Police	From amongst the Inspector Generals of Police, who have an experience of working as such for a minimum period of seven years.
2.	Inspector General of Police	From amongst the Deputy Inspector Generals of Police, who have an experience of working as such for a minimum period of four years.
3.	Deputy Inspector General of Police	From amongst the Assistant Inspector Generals of Police, who have an experience of working as such for a minimum period of ten years.
4.	Assistant Inspector General of Police	From amongst the Superintendents of Police, who have an experience of working as such for a minimum period of six years.
5.	Superintendent of Police	From amongst the Deputy Superintendents of Police, who have an experience of working as such for a minimum period of six years.
6.	Deputy Superintendent of Police	From amongst the Inspectors, who have an experience of working as such for a minimum period of six years.
7.	Inspector	As applicable to Sub Inspectors serving in the Punjab Police as per the Punjab Police Rules, 1934.

8.	Sub Inspector	As applicable to Assistant Sub Inspectors serving in the Punjab Police as per the Punjab Police Rules, 1934.
9.	Assistant Sub Inspector	As applicable to Head Constables serving in the Punjab Police under the control of Director General of Police, Punjab as per the Punjab Police Rules 1934.

APPENDIX-‘C’

(See rules 4 and 8)

Serial No.	Designation of the post	Appointing/punishing authority	Appellate authority
1.	Additional Director General of Police	Minister-in-Charge	Chief Minister
2.	Inspector General of Police	Minister-in-Charge	Chief Minister
3.	Deputy Inspector General of Police	Minister-in-Charge	Chief Minister
4.	Assistant Inspector General of Police	Minister-in-Charge	Chief Minister
5.	Superintendent of Police	Minister-in-Charge	Chief Minister
6.	Deputy Superintendent of Police	Minister-in-Charge	Chief Minister
7.	Inspector	Deputy Inspector General Police Punjab	Inspector General Police Punjab
8.	Sub Inspector	Deputy Inspector General Police Punjab	Inspector General Police Punjab
9.	Assistant Sub Inspector	Assistant Inspector General of Police	Deputy Inspector General Police Punjab

APPENDIX-'D'
(See rule 11)

**THE PUNJAB CIVIL SERVICE (GENERAL AND COMMON CONDITIONS OF SERVICES)
RULES, 1994**

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)
NOTIFICATION**

The 4th May, 1994

No. G.S.R.33/Const./Art.309/94.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to 1[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application:-

(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994. (2) They shall come into force at once. (3) They shall apply to all the posts in 1[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
 - i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) " 1 [Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]

h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

1 [i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-

- a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not bona fide residents of Punjab State are yet closely connected to the State of Punjab;
- b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

- a) a Citizen of India; or
- b) a Citizen of Nepal; or
- c) a Subject of Bhutan; or
- d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produces,-

a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and

b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person;-

- a) who has entered into or contracted a marriage with a person having spouse living ; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- 1 [(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed upto forty-five years in the case of persons already in the employment of the 3 [Punjab Government or any Board, Corporation, Commission or Authority under it], other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

2 [(4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time]

3 [5A. Increase in upper age limit. – Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

1{Provided that where appointment of 2 [Group 'A' or Group 'B'] non- technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered 2 [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

7. Probation.- (1) A person appointed to any post in the service shall remain on probation for a period of 5 [three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that.-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and

(d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding 4 [one] and a half years from the date of appointment, it may,-

(a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) if such person is appointed otherwise-

i) revert him to his former post; or

ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may -

(a) if his work and conduct has in its opinion been satisfactory -

i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -

i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;

ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. Seniority - The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- b) a person appointed by promotion shall be senior to a person appointed by transfer;
- c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

1 [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note:- Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer - A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

10. Liability to serve - A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, Pension and other matters - In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service

shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals - (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination - Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance - Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by -

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he -</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. (2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, 2</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period five years.</p>

<p>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)</p>	
--	--

- 1 [15. Minimum Educational and other qualifications.- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule(1), shall have, before his appointment, 2 [passed a test in English and Punjabi, respectively, on computer], to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.".

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2)].

1 [15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by —

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographer under the Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer."</p>

¹ [16. Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he –

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

2 [17.Knowledge of Punjabi Language.- No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to

qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

1 [18. Promotion to Group 'A' and Group 'B' Services - (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit. (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) Debarring for consideration for promotion of a Government employee who refuses to accept promotion - In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.]

19. Power to relax. - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over riding effect - The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation - If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs. 11,660 or more;

Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;

Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

* * * * *

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

ALOK SHEKHAR, I.A.S.,
Additional Chief Secretary to Government of Punjab,
Department of Home Affairs.

PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF GENERAL ADMINISTRATION
(SECRETARIAT ESTABLISHMENT- IV BRANCH)

CORRIGENDUM

The 28th May, 2025

In the Government of Punjab, Department of General Administration (Secretariat Establishment- IV Branch), Notification No. G.S.R.30/Const./Art.309/Amd.(18)/2025, dated the 12th May, 2025, published in Punjab Government Gazette (Extra), dated the 14th May, 2025, in Appendix 'A', in Serial No. 3, under column 2, FOR "Clerk Legal", READ "Clerk (Legal)."

GAURI PARASHER JOSHI,

Secretary to Government of Punjab,
Department of General Administration.